



# TOWN OF VERNON

P.O. Box 54  
Vernon, CT 06066  
[www.vernonfire.com](http://www.vernonfire.com)



## STAFF MEETING MINUTES

December 3, 2012

Chiefs: Call, Eppler  
Captains: Crespo (Acting Capt), Goric, Landry, Maguda, McKinney, Muniz, Shepard  
Lieutenants: Lucas, Solito  
Firefighter: Robertson  
Communications: Fisher  
Ambulance: Gauthier  
Engineer: Mylek  
Fire Police: Konarski  
Special Members: Carpenter, Galley

RECEIVED  
VERNON TOWN CLERK  
12 DEC - 6 AM 8:12

The meeting was called to order at 19:02 by Chief William Call. Motion was made/seconded (Galley/Muniz) to accept the November Staff Meeting Minutes.

Payroll is due tonight.

### *Training Report:*

- Training Committee Minutes from November are attached.
- December Drill schedule is attached.
- SOGXXX – 2 Stage Pumps (see attached)
- SOGXXX – Day Call Response (see attached)
- SOGXXX – Non-Emergency Response (see attached)

Discussion was held regarding the attached SOG's. "2 Stage Pump" and "Non-Emergency Response" will go into effect following this staff meeting. After much discussion regarding "Day Call Response", Chief Call tasked all Captain's to review that proposed SOG with their company members for their thoughts and input and to provide their comments and recommendations in writing to Chief Call and A/C Eppler. These recommendations will be reviewed at the January Staff meeting. At this time the "Day Call Response" SOG is NOT in effect.

- CT Fire Officer's Weekend material was sent out by A/C Eppler. Please advise him of interest.
- Junior Training calendar is being composed. Rescue 441 will conduct January.
- UHF Radio use will go live in January.

***Administration Report:***

- 2013/14 Captain Eligibility List – See attached
- Captains Elections – All companies are available on Monday Dec 10.

***Membership:***

**Resignation**

- John Baker (recruit)
- Brittany Crane (Amb)
- Lisa Girard-Tryon (Amb) – as of 12/31/12
- Jessica Mace (recruit)
- Jeff Watson (recruit)
- Linda Woodrow (recruit)

**Termination**

- Anthony Vassallo (recruit)

***Health & Safety:*** No Report

***Fire Marshal:*** Report is attached.

- Amerbelle – Sprinkler layout for the older section is very complex. The system is being drained. For incident response, the FD connections are located on Brooklyn/East Main St. and by the Loading Dock door. Reverse lay out was instructed by Chief Call to feed. The new section has many holes/pits. There is not anything to burn; however, lighting is a must to prevent falls/injury – exercise caution.

***EMD:***

- EMD has acquired an inflatable rehab shelter. It may be stored on the hauler.

***Communications:***

- Reprogramming of radios is almost done. Jack discussed some that still need to be completed.
- Severe radio noise was reported with the new apparatus. A radio filter device has been purchased/installed with some success.
- Normal Alpha pager problems call Jack Fisher. If you notice that an Alpha page has not gone out for an active call let TN know on the radio right away and ask for a re-tone.
- Headsets - microphone foam is a must. Jack has spares.

**Chief Engineer:**

- Email was received regarding steering problem with ET-541. John will put in a call tomorrow. The duty car is back following a linkage repair.
- Electrical components for new ET-141 are in and need to be installed.
- UTV must be tied down as instructed regardless of who takes it.
- Repair of T-141 is on hold.

**Technology:**

- All batteries in UPS devices are done. There are spares available.
- Wireless router @ Station 141 has been replaced.
- GIS system maps are being requested. Dave is working with Rich Maselek.
- 12/5 meet and greet with new town head of Technology Bob Sigan 9:30-10:30.
- Vernon IT has CAD system interface. Peter needs to be contacted for testing.
- A/C Eppler's PC is being worked on.
- A/C Landry's PC is also out for repair.

**Uniforms:**

- Cory Lafontaine has submitted a summary of Uniform activity to Chief Call. Plans for next year are being reviewed. He's been asked to provide an Annual Report for 2012.

**Old Business:**

- HVCC Food drive was a huge success. The Fire Dept. won. Thanks were given to all who helped!
- We lost the Soup event contest to Ellington. It was also a success.
- Station 441 construction project is moving slowly. Chief Call will provide a \$500 building supply card. The Radio and Communication hub location needs to be determined.

**New Business:**

- Pierce has provided framed photos of the three new apparatus. They are available for the companies.
- 11/26 Budget communication was read. The Fire and Ambulance Budgets are being prepared. The administration is requesting a 0% increase. Budgets are to be completed by the 10<sup>th</sup>.

Funds are not available to repair T-141.

Effective this meeting the Fire Department is on a spending freeze. Any expenditures need to be approved by the Chief.

Breathing apparatus is desperately needed.

- Annual reports for 2012 need to be prepared in January. They are due 1<sup>st</sup> Staff Meeting of February, 2013.
- The Manchester Road Race Committee has sent a donation for assistance given by ET-241.
- Winterfest Parade – 12/7 – See attached. Chief Call will re-send the activities info.

Apparatus will meet @ Northeast School (some exceptions were noted) before 18:00. Review of the plan was discussed. Parade will step off @ 18:30 with flow of traffic down Grove Street to Amerbelle.

- 12/10 Toys for Tikes pick up @ YMCA, and artic plunge as part of Winterfest.
- ET-541 is requested (Lieut. Babcock) to assist with Fox Hill Daycare toy pick up on 12/14 @ 12:30.
- Toys for Tikes final sort will be held on 12/16 beginning at 9:00 a.m. Any help is welcome!
- Bag labeling will be completed at the PSC building also the a.m. of 12/16.
- Toys for Tikes Delivery – 12/17 – Station 441 @ 18:30.

Review of the routing list was discussed. E-441 is asked to pick up the Thrall's box truck between 4:00 – 4:30. T-141 and R-141 do not have trucks available for the delivery. They've been asked to use pick up trucks to get the job done.

- January 7, 2013 Meeting activities change: Station 141
  - 18:30 Board of Directors Meeting
  - 19:00 Staff Meeting
  - 20:00 Department Annual Meeting and Regular Meeting immediately followed by Association Annual Meeting and Regular Meeting

The BOD/Annual/Dept Meeting schedule is being changed due to conflict of 12/31/12.

#### *Upcoming Events:*

- T-541 needs Christmas Party counts by Wednesday from a few companies. Mutual Aid Coverage is being provided by Tolland, Ellington & Manchester from 18:00-22:00.
- 12/15 Broad Brook Torchlight Parade.

***Good & Well Being:***

- 1<sup>st</sup> Floor of Station 141 excl. bay floor still does not have heat.
- Telephones at Station 141 & Station 541 do not work properly.
- Washing machine needs to be looked at. Jean was asked to make contact for repair.
- Beginning with the February Staff Meeting agenda topics need to be submitted & approved by the Executive Board in advance of the meeting. The Staff Meeting will be limited to 1 hour so that remaining time can be dedicated to Officer Training. Officer training deficiencies need to be addressed & documented. Additional information will follow.

The meeting was adjourned @ 20:50.

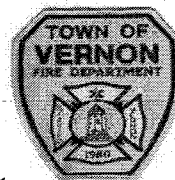
Respectfully submitted,

A handwritten signature in cursive script, reading "Diane Carpenter".

Diane Carpenter, Secretary



# TOWN of VERNON FIRE DEPARTMENT



*Office of the Administrative Chief*

---

## *Captain Eligibility List Year 2013/2014*

November 28, 2012

---

To: Town of Vernon Fire Department Membership

From: Assistant Chief Landry

Re: 2013/2014 Captain Eligibility List

The Executive Board is pleased to announce the following members have passed the testing standards of the Witten Exam and the Oral Interview and are being placed on the 2013/2014 Captain Eligibility List.

The following members are listed in alphabetical order.

Jon Andresen (19 yos – presently 1<sup>st</sup> Lt ET 141)  
Robert Babcock (11 yos – presently 1st Lt ET 541)  
Carlos Crespo (21 yos – presently 1<sup>st</sup> Lt ET 341)  
Steve Landry (17 yos – presently Capt R 141)  
Michael Levasseur (7 yos – presently Eng T 541)  
Jon Lucas (10 yos – presently 1<sup>st</sup> Lt ET 241)  
Dave Maguda (30 yos – presently Capt T 541)  
Tom McKinney (32 yos – presently Capt T 141)  
Luis Muniz (15 yos – presently Capt R 441)  
Octavio Muniz (17 yos – presently 1<sup>st</sup> Lt E 441)  
Dana Robertson (30 yos – presently Eng E 441)  
Jeff Schambach (27 yos – presently 1<sup>st</sup> Lt R 141)  
Scott Shepard (10 yos – presently Capt ET 541)  
William Solito (17 yos – presently 1<sup>st</sup> Lt ET 441)  
Raymond Tautic (4 yos – presently 2nd Lt ET 341)  
  
Timothy Fluckiger (4 yos – presently 1<sup>st</sup> Lt FP)

Please post in house



# TOWN OF VERNON

P.O. Box 54  
Vernon, CT 06066  
[www.vernonfire.com](http://www.vernonfire.com)



---

## ***Training Division Training Meeting Minutes ~ November 15, 2012***

---

### **Open Meeting**

Meeting started @ 19:02 with the following members in attendance:

Exec.	A/C Eppler	ET-441	Lt. Solito
ET-141	Absent	R-441	Absent
R-141	Lt. Schambach	ET-541	Excused
T-141	Absent	T-541	Excused
ET-241	FF Orlowski	Fire Police	Lt. Fluckiger
ET-341	Lt. Crespo	Ambulance	Tech. Malachowsky
E-441	Absent	Special	

The reading of the minutes from the October 18, 2012 meeting was waived.

### **Review of the October Department Drills**

- Night Drills:

9/17/12 and 9/24/12, companies split between CFA Maze trailer, Officer Training and UTV Trailer Training.

CFA Maze Trailer: Good drill, members like going through it.

Officer Training: Good information presented, officers in attendance would like to see more of this type of officer specific training.

UTV Trailer: Good information, some deficiencies in the existing trailering and tie down methods discovered, needed changes being addressed.

- Day Drills:

There was no day drill scheduled for October.

- Junior Drill

The scheduled October Junior drill was vehicle extrication, presented by R-141. Drill went very well, great interaction with Juniors who enjoyed it and learned a lot.

### **December Department Drills**

- Night Drills

12/17/12: Toys for Tykes Delivery, all companies, please report to Station 441 at 18:30.

12/24/12: No Department activities scheduled.

12/31/12: No Department activities scheduled.

- Day Drills

The December day drill will be announced if/once finalized.

- Junior Drill

12/3/12, Forcible Entry, presented by T-141.

### **Feedback From Staff Meeting / Executive Board / Standing Committees**

- Staff Meeting Highlights – (Staff meeting notes were distributed via email)
- Recruitment Committee / New Recruit Training – Recruit class is underway.

### **Training Committee Issues**

#### **Old Business**

- Another reminder of the many classes are being offered around the state. Information will be distributed via email as new classes are posted.
- The 2Q class will resume (with openings available) next Spring, mid-May timeframe.
- Still need to find a couple members who would like to address repair issues needed with the roof prop at Station 241.
- Next years Junior Training by company schedule was started. Companies who did not sign up will have a chance at the December Staff meeting or will be assigned one.
- Some more brief discussion regarding day drills. Still looking at creating a Day Drill schedule like the Junior schedule with dates and topics with the hopes of having individuals be able to assist with the drills.
- Other Old Business – None

#### **New Business**

- Discussion regarding having more UTV (driver) training. Would like to do in the spring, locations and type of training were discussed.
- Discussion regarding more RIT training, including practical work and Officer training on RIT response.
- Discussion of a trailering checklist (similar to an apparatus driver check list) so "new" trailer drivers know the areas that proficiency is necessary in to be tested.
- There will be no December training Committee Meeting, January drills will be CPR and First Aid. A/C Eppler and the Training Committee extend best wishes for a happy, healthy and safe holiday season for all department members.
- Other New Business – None.

### **Close Meeting**

The meeting was adjourned at 19:59. *The next scheduled Training Committee meeting is Thursday, January 17, 2013, 19:00 at the Public Safety Building.* All companies need to be represented and all interested members are welcome.





# TOWN OF VERNON FIRE DEPARTMENT

P.O. Box 54  
Vernon, CT 06066  
[www.vernonfire.com](http://www.vernonfire.com)



---

## Training Division DEPARTMENT DRILLS FOR DECEMBER, 2012

---

CAPTAIN'S, PLEASE POST THIS NOTICE

### December Department Drills:

#### **Monday, December 17, 2012:**

- Toys for Tykes Delivery, all Companies, please report to Station 441 by 18:30

#### **Monday, December 24, 2012:**

- No department activities scheduled.

#### **Monday, December 31, 2012:**

- No department activities scheduled.



# TOWN OF VERNON FIRE DEPARTMENT

P.O. Box 54  
Vernon, CT 06066  
[www.vernonfire.com](http://www.vernonfire.com)



---

## STANDARD OPERATING GUIDELINE

### *TWO STAGE PUMPS*

<b>SOG # xxx</b>	<b>Revised Date: 10/01/2012</b>	<b>Approved by:</b>
------------------	---------------------------------	---------------------

#### PURPOSE:

To provide a guideline as to when a two-stage pump is to be used in "pressure" or in "volume" mode.

#### RESPONSIBILITY:

1. This SOG applies to all Pump Operators and Engineers.
2. It is the responsibility of the department officers to understand and implement this SOG.
3. It is the responsibility of the department officers to train the members under their responsibility in the application of this SOG.
4. It is the responsibility of Pump Operators and Engineers to know, understand and use this guideline as it applies to the situation at hand.

#### PROCEDURE:

1. This SOG applies only to apparatus with 2 stage pumps.
2. Any 2 stage pump will be kept in the "Pressure" mode.
3. Pumps will be used in the "volume" mode for the following:
  - Pumping a hydrant.
  - Acting at the relay pumper.
  - Drafting.
  - Pumping a standpipe or sprinkler connection.
  - Operating a master stream device.
  - Pumping an aerial.
  - Operating 3 or more hand lines.
4. Pumps will be transferred between modes with engine at idle speed and less than 50 psi incoming pressure on the master gauge.
5. Volume mode pressure not to exceed 225 psi..

***TWO STAGE PUMPS (cont.)***

6. In the event of a malfunction with the electric switch, the pump can be manually transferred between modes as specified by the manufacturer. If manually switched, the electric switch on the pump panel should be placed in the same "mode" as the manual change to prevent an unexpected shift if the malfunction corrects itself.



# TOWN OF VERNON FIRE DEPARTMENT

P.O. Box 54  
Vernon, CT 06066  
[www.vernonfire.com](http://www.vernonfire.com)



---

## STANDARD OPERATING GUIDELINE

### DAY CALL RESPONSE

SOG # xxx	Revised Date: 12/01/2012	Approved by:
-----------	--------------------------	--------------

#### PURPOSE:

To provide a guideline for daytime responses to minimize the inherent hazards of all companies responding lights and siren

#### RESPONSIBILITY:

1. This SOG applies to all Officers and Engineers.
2. It is the responsibility of the department Officers to understand and implement this SOG.
3. It is the responsibility of the department Officers to train the members under their responsibility in the application of this SOG.
4. It is the responsibility of Engineers to know, understand and use this guideline as it applies to the situation at hand.
5. It is the responsibility of the department Officers and Engineers to know their "first" and "second" due districts.

#### PROCEDURE:

1. This SOG applies to day call responses between 06:00 and 18:00 (when TN utilizes "general tones" for dispatch).
2. SOG xxx (Non-Emergency Response) should be followed regarding call types that do not require an initial emergency response.
3. Based on the calls geographic location, companies that would be "first due" (based on 18:00 to 06:00 dispatching) should respond lights and siren, "second due" companies will respond with the flow of traffic.
4. A responding officer (or first responding apparatus if no officer is responding) can modify the response as required based on information provided by dispatch while en-route.
5. Once "Command" is established on scene, the Incident Commander should modify the response as necessary.

***DAY CALL RESPONSE (cont.)***

6. The Incident commander needs to be aware of what apparatus are responding, what their resource requirements needed on the emergency scene are and to adjust the response speed and total resources responding appropriately.
7. "Reported" or "working" structure fire calls should be an emergency response for all apparatus unless the response is modified by the Incident Commander or responding Officer.
8. Motor Vehicle Accident reported with injury or entrapment should be an emergency response for both Rescue Companies unless the response is modified by the Incident Commander or responding Officer



# TOWN OF VERNON FIRE DEPARTMENT

P.O. Box 54  
Vernon, CT 06066  
[www.vernonfire.com](http://www.vernonfire.com)



---

## STANDARD OPERATING GUIDELINE

### NON-EMERGENCY RESPONSE

SOG # xxx	Revised Date: 12/01/2012	Approved by:
-----------	--------------------------	--------------

---

#### PURPOSE:

To provide a guideline as to when a non-emergency response is appropriate.

#### RESPONSIBILITY:

1. This SOG applies to all Officers and Engineers.
2. It is the responsibility of the department officers to understand and implement this SOG.
3. It is the responsibility of the department officers to train the members under their responsibility in the application of this SOG.
4. It is the responsibility of Engineers to know, understand and use this guideline as it applies to the situation at hand.

#### PROCEDURE:

1. A non-emergency response is automatic for the following call types :
  - Carbon monoxide with no reported symptoms.
  - Fluid spill from a MVA, no reported injuries.
  - Outside smoke investigation.
  - Water calls (water in basement, water dripping from ceiling, etc.).
  - "Transformer explosion", tree on wires, wires down.
  - Mutual aid cover assignment.
  - Duty Officer calls.
2. A responding officer (or first responding apparatus if no officer is responding) can modify the response as required based on information provided by dispatch while en-route.
3. Once "Command" is established on scene, the Incident Commander should modify the response if necessary.
4. Warning lights should be utilized upon arriving on the scene if necessary to safely park the apparatus and/or create a safe work area.



# TOWN OF VERNON FIRE DEPARTMENT

55 West Main St.  
Vernon, CT 06066  
[www.vernonfire.com](http://www.vernonfire.com)



---

*From the office of the Fire Marshal*

## **Fire Marshal's Monthly Report December 3<sup>rd</sup> , 2012**

### **Ongoing FMO Projects:**

Regular inspections based upon a periodic schedule, in response to complaints, and inspections of new work continue 28 existing buildings and 24 new construction sites were inspected during November.

The Amerbelle Mill complex is undergoing winterization by the private owner. Informational bulletins will be issued to the TVFD as work progresses.

Construction is underway at the Santini site at 1031 Hartford Tpke. and Bldg # 28 has been approved for occupancy. These apartment buildings are not sprinklered.

Manchester Auto Body has opened at 264 Talcottville Rd (formerly part of Larry's). The building contains an automobile paint spray booth; the booth is protected by a chemical fire suppression system.

### **Upcoming FMO Projects:**

Building expansion projects are starting at 14 Hartford Tpke. (Suburban Subaru) and 704 Talcottville Rd. (Olender's).

A Cumberland Farms store and gas station will be starting at 333 Talcottville Rd.

Winterfest 2012 will feature fireworks including an aerial show and special effects on the Green.

The FMO, Building Dept. and Zoning will be starting a series of site inspections of vacant commercial properties. The goal is to make their perimeters secure, provide site FD access, determine current interior conditions, and protect the available water supply for fire fighting.



# TOWN OF VERNON

P.O. Box 54  
Vernon, CT 06066  
[www.vernonfire.com](http://www.vernonfire.com)



## Chief of Department

**William M. Call**

Cell: 860-335-3942

E-mail: [wcall@vernon-ct.gov](mailto:wcall@vernon-ct.gov)

To: All Members  
Subject: Winter fest Parade  
Date: 11/12/2012

This year's parade will be December 7.

ALL MEMBERS ARE WELCOME TO PARTICIPATE! - BRING YOUR FAMILIES!!!!

Awards for best decorated apparatus!!! - Rescue 141 won last year!

## Assignments:

- ALL apparatus to be in place before 1800
- Tower 541 is to meet the Mayor and Mr. and Mrs. Clause at Amberelle parking lot.  
( Note: They will need to be boomed up and down !!)
- ET241 will be assigned to aerial fireworks at the Fox Hill Tower. Arrive at 1745
- Rescue 141 has been tasked to light up the down town green with the light tower. Arrive at 1745
- The committee would like the steamer decorated and set up on Park Place
- The parade will be **flow of traffic** from the school to East Main and Prospect Street. Parade speed to the center. Members may walk from Prospect to the center in their PPE.
- All pumpers to nose into the green like the 911 ceremony last year. Towers to park on Elm Street
- Fire police: The PD would like 1 lane open past the green to Union Street. 1 at Prospect, 1 by the bank.
- Alarms will be assigned by command.

Thank You